



STATE OF MICHIGAN
DEPARTMENT OF EDUCATION
LANSING



JENNIFER M. GRANHOLM
GOVERNOR

MICHAEL P. FLANAGAN
SUPERINTENDENT OF
PUBLIC INSTRUCTION

August 11, 2008

TO: Nonpublic School Operator

FROM: Carol L. Wolenberg, Deputy Superintendent

SUBJECT: 2008-2009 Nonpublic School Membership Report and Nonpublic School Personnel Report

Again this year, the Michigan Department of Education is collecting the Nonpublic School Membership Report, form SM-4325, using the existing on-line Michigan Electronic Grants system (MEGS). The Nonpublic School Act (1921 PA 302) permits the Superintendent of Public Instruction to inquire into basic information about the nonpublic schools in the state.

In addition, all schools, including nonpublic schools, are required to submit specific information about all school employees in order for the Michigan State Police (MSP) and the Federal Bureau of Investigation (FBI) to conduct criminal history checks, as required in Michigan School Safety Law. The Center for Educational Performance and Information (CEPI) and the Michigan Department of Education (MDE) have developed an electronic data collection form --- the Nonpublic School Personnel Report --- through which nonpublic schools will submit their school personnel data to the state of Michigan. Therefore, there will be two reports filed by each school this year.

Nonpublic School Membership Report

The SM-4325 form, Sections 1-3, have been designed to collect information on enrollment, qualifications of teachers, and course of study in nonpublic schools. Students attending nonpublic schools, including home schools, that complete form SM-4325, may be eligible for auxiliary services. Nonpublic school and home school students have the right to enroll in non-essential elective courses such as band, physical education, music, and driver's education in public schools.

Sections 4-6 on form SM-4325 are optional. Completion of Section 6 is strongly recommended to aid in documenting teacher eligibility for National Direct Student Loan college loan debt cancellation.

Please complete and submit the form by October 1, 2008. In order to keep our records current, please notify this office by letter if your nonpublic school will not be operating during the 2008-2009 school year.

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608 WEST ALLEGAN STREET • P.O. BOX 30008 • LANSING, MICHIGAN 48909
www.michigan.gov/mde • (517) 373-3324

Michigan Department of Education
Bureau of School Finance and School Law
Post Office Box 30008
Lansing, Michigan 48909

Nonpublic School Personnel Report

All nonpublic schools are required to submit specific information about all school employees to comply with School Safety Law using the secure Web-based program that is part of CEPI's Registry of Educational Personnel (REP). The information required to be submitted by nonpublic schools is minimal (name, gender, date of birth, social security number, race/ethnicity). The data collection period for the Nonpublic School Personnel Report is September 2 through December 1, 2008. You may access additional information at the following locations:

1. www.michigan.gov/npshts.
2. www.michigan.gov/cepi. Click on the Nonpublic School Personnel Report located under Quick Links on the right navigation bar on the Web site.

DATA COLLECTION

Electronic reporting is highly recommended. You are encouraged to use the electronic version. If you do not have computer access, you may use any public library or other source. Please contact Wanda Bazzett at 517-373-1833 or bazzettw@michigan.gov for further information. Instructions on submitting your information are provided below:

Nonpublic School Membership Report

- Visit the Nonpublic School Website at www.michigan.gov/npshts
- Select "Nonpublic School Membership Report Application User Guide" under "Nonpublic School Membership Report." The user guide includes instructions on how to obtain a MEIS account, register in MEGS and complete the SM-4325 Nonpublic School Membership Report.
- If you filed electronically last year, please use the same MEIS login and password.
- To obtain a MEIS account and/or security agreement, you must use the school code master information shown on your school's label. To assist you in obtaining a MEIS account, your school code label with pertinent information has been affixed to this letter. If changes are needed to this information, please contact Wanda Bazzett before requesting your MEIS account.

Nonpublic School Personnel Report

- Visit the CEPI Web site at www.michigan.gov/cepi. Click on the link for the Nonpublic School Personnel Report located under the "Quick Links" on the right navigation bar.
- Print a copy of the Nonpublic Schools Data Field Descriptions. This manual is located under the heading Nonpublic School Personnel Report Data Manual on CEPI's Nonpublic School Personnel Report Web page. This manual provides information regarding each field required for the submission.
- Select "Nonpublic School Personnel Report Application User's Guide" under the heading "Help and Resources" on the CEPI's Nonpublic School Personnel Report Web page. The user's guide includes instructions for obtaining a MEIS account, submission of the security agreement and the submission of your personnel data.
- If you submitted this report last year, you will need to review and update the data.

Please note that you MUST submit separate security agreements specific to the Nonpublic School Membership Report and the Nonpublic School Personnel Report as they are separate programs. Your MEIS account login and password may be used for both reports. Once you are at the entry screen of either program you will find a link between the two.

MDE CONTACTS FOR MORE INFORMATION

- If you have questions regarding the **Nonpublic School Membership Report** please contact Wanda Bazzett at 517-373-1833 or bazzettw@michigan.gov.
- If you have questions regarding the **Nonpublic School Personnel Report** submission, please contact CEPI customer support at 517-335-0505 or via e-mail at CEPI@michigan.gov. Please provide your name, school code, school name, CEPI application name (Nonpublic School Personnel Report), your telephone number (including area code and extension), your email address, and your specific question(s).
- If you have questions regarding obtaining a **MEIS account or password**, please send an email to the Department of Information Technology (DIT) Client Service Center at Help-Desk@michigan.gov or call 517-335-0505. Please provide your name, school code, school name, application name (Nonpublic School Personnel Report or Nonpublic School Membership Report), your telephone number (including area code and extension), your email address, and your specific question(s).
- If you have questions regarding **MEGS security agreement**, please contact Tina Ray at 517-373-1806 or rayt@michigan.gov.
- To obtain a MEIS account and/or security agreement, you must use the school code master information shown on your school's label. If changes are needed to the **school code master information** shown on your school's label, please contact Wanda Bazzett at 517-373-1833 or bazzettw@michigan.gov. You may access school code master information at www.michigan.gov/scm.
- If you have any questions regarding the **school safety requirements**, please contact Dr. Flora Jenkins, Director, MDE Office of Professional Preparation Services at 517-373-6505 or Jenkinsf@michigan.gov.
- If you have questions regarding **fingerprinting**, please contact Stephanie Whiteside at 517-335-1167 or whitesides@michigan.gov.

I recognize your efforts and appreciate your continued cooperation in assisting our Department with the reporting process.